



**CALTRANS ELECTRICAL SUPERVISOR**  
**Departmental Promotional**  
**Exam Code: 7TR60**

**Department: Caltrans**  
**Bulletin Revision Date: September 29, 2017**  
**Cut-off Date: Continuous**  
**Salary: \$4,766.00 - \$5,921.00**

## **INTRODUCTION**

Caltrans is pleased to announce the posting of the **Caltrans Electrical Supervisor** examination. Employment from this examination may be offered in all Districts and Sacramento County.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Caltrans is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

## **DRUG FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## **WHO SHOULD APPLY?**

This is a Departmental Promotional examination for Caltrans. Applicants must:

1. Have a permanent civil service appointment with Caltrans as of the cut-off date in order to participate in the examination; or
2. Have been employed with Caltrans within the last three years, without a break in State civil service; or
3. Be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
4. Be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
5. Be a person retired from the United States military, honorably discharged from

active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

Candidates who meet the minimum qualifications as stated on this announcement may apply for this examination.

## FILING INSTRUCTIONS

Candidates are required to submit: 1) Standard State Application ([STD678](#)) and 2) [Supplemental Application](#).

[Applications \(STD.678\)](#) must be received or postmarked no later than the cut-off date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. Faxed or E-mailed applications will NOT be accepted. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

### **MAILING ADDRESS:**

**Caltrans  
Examination Services (MS 86)  
P.O. Box 168036  
Sacramento, CA 95816-8036**

### **SUBMIT IN PERSON:**

**Caltrans  
Examination Services (MS 86)  
1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor  
Sacramento, CA 95816**

**\*Candidates are responsible for obtaining proof of mailing or submission of their application to Examination Services.**

## POSITION STATEMENT

This is the full supervisory level. Incumbents assign work; evaluate performance; promote and enforce safety rules; develop, maintain and review appropriate reports; and perform the more complex technical electrical or electronic work.

## ELIGIBLE LIST INFORMATION

A Departmental Promotional statewide eligible list will be established for Caltrans in all Districts and Sacramento County. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

Click on the link below to review the California State Personnel Board class specification

which contain the requirements for admittance to the examination:

<http://calhr.ca.gov/state-hr-professionals/pages/6939.aspx>

## MINIMUM QUALIFICATIONS

Possession of a valid Class C driver license. (Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.)

### AND

Two years in the California state service performing the duties of a Caltrans Electrician II.

## EXAMINATION INFORMATION

This examination will consist of a Supplemental Application weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained. Click [HERE](#) to access the Supplemental Application.

Applications will be accepted on a continuous basis. This examination is anticipated to be administered on a quarterly basis beginning **October 2017**.

## KNOWLEDGE AND ABILITIES

### Knowledge of:

1. Theory of electricity and electronics (e.g., Ohm's Law, Voltage Drop Calculations, Load Calculations) for systematic troubleshooting of electrical malfunctions and failures
2. Basic terminology, principles, methods, materials, tools and equipment used in the installation, maintenance and repair of electrical and electronic equipment, including solid-state circuits and transistors
3. Safety precautions (e.g., lock-out/tag-out) while working with electricity, including Chapter 8 of the Caltrans Maintenance Manual, National Fire Protection Association (NFPA) Chapter 70E, Electrical Safety Orders of the Division of Industrial Safety, and CAL/OSHA safety and health regulations
4. Techniques and applications of effective supervision
5. Labor relations and laws, safety and health objectives and policies
6. A supervisor's role in ensuring employee safety, health, and Equal Employment Opportunity Program and the processes available to meet program objectives
7. Computer and Caltrans' programs as well as knowledge of word processor, spreadsheets, and databases (e.g., Integrated Maintenance Management System (IMMS), Advantage) Outlook
8. Maintenance and installation of traffic signal systems, stationary bridge systems, movable span bridge systems, building code, highway information systems, highway lighting systems, pump plants, park & rides and rest areas
9. Operation and care of a wide range of vehicles and equipment used in electrical work (e.g., compressor, generators, personnel hoist, crane truck)

### Skill in:

1. Understanding and communicating difficult and complex installation methods and repairs as well as determining causes of failures
2. Reading and interpreting Caltrans Standard Plans and Specifications, schematics and manufacturer requirements to ensure proper installation of Caltrans assets.

3. Maintenance and repair of equipment utilizing Maintenance Manuals and reference materials

**Ability to:**

1. Communicate orally and in writing with supervisors, peers, subordinates, and the public at a level required for successful job performance
2. Follow and provide directions as required
3. Create rough sketches and drawings related to lighting circuits, traffic signals, and other control circuits
4. Read and interpret electrical schematic drawings and construction blueprints
5. Analyze situations and adopt effective courses of action effective action to
6. Plan, layout, train, and inspect the work of a crew of electricians
7. Effectively contribute to the department's safety, health, and Equal Employment Opportunity Program objectives
8. Generate written work reports (punch list)
9. Delegate the installation of materials, vehicle utilization, and tasks to be completed
10. Estimate, order, inventory, and stock - parts and materials
11. Motivate others and lead by example
12. Troubleshoot and repair state assets

### **SPECIAL PERSONAL CHARACTERISTICS**

1. Visual and color acuity adequate to successfully perform the essential functions of the job
2. Willingness to work at odd hours and to be available for after scheduled hours calls
3. Willingness to stay abreast of current technological changes in the fields of electricity and electronics
4. Willingness to work up to 550 feet above pavement or water and in the midst of traffic
5. Ability to withstand working under adverse (e.g., cold, wet, windy) weather conditions

### **ADDITIONAL DESIRABLE QUALIFICATIONS**

Possession of a valid and unrestricted Class B or Class A driver license

### **VETERANS' PREFERENCE**

Veterans' Preference will not be granted in this examination as it does not meet the requirements to qualify for Veterans' Preference.

### **CONTACT INFORMATION**

For more information regarding this examination, please contact the examination analyst at (916) 227- 2645.

## GENERAL INFORMATION

**For an examination without a written feature**, it is the candidate's responsibility to contact the **testing department** three weeks after the cut-off date if he/she has not received his/her notice.

**Applications are available** at <https://jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, and local offices of the Employment Development Department.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

**TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*